

REQUIREMENTS & PROCESS FOR CLERGY TO PERFORM MARRIAGES IN VIRGINIA

The following instructions apply *only* if the clergy member is assigned to a church located in Fairfax County.

The Clerk's Office must receive the following 3 items:

1. A **copy** of the clergy member's ordination certificate or local minister's license (If a certificate of ordination is not available, then a notarized letter stating when and where they were ordained).
2. A **notarized** letter on official stationery, signed by an official of the clergy's local religious society that the prospective celebrant is in good standing with the religious society.
3. The attached questionnaire must be completed and **notarized**.

Please have these documents either faxed (703-273-6564) or mailed to this office. (If you fax documents please call 691-7320, press 3,0 to confirm receipt). Our mailing address is 4110 Chain Bridge Rd., Fairfax, Va. 22030. When we receive the notarized letter, the certificate/proof of ordination and the questionnaire, the information will be presented to a judge.

If approved, the judge will then sign an order. *This process usually takes five to seven working days. Please call this office to verify that the order has been signed.*

After the order is signed the clergy member must appear in the Circuit Court to take an oath of office.

1. Bring the **original** ordination certificate, notarized letter and notarized questionnaire and a photo identification (driver's license).
2. **\$21.00 cash** for the Clerk's fee.
3. Oaths are administered in the Office of the Clerk of the Circuit Court between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday. ***Please note that parking availability is extremely limited 8:00 am to 11:00 am.***
The Clerk's Office is on the third floor of the Jennings Building at the address above.

Please call (703) 691-7320, press 3 then 0 if you have any questions regarding the marriage celebrant authorization process.

RELIGIOUS QUALIFICATION QUESTIONNAIRE*

1. a. What is the name, address, and phone number of your church?
Name:
Address:

Phone:
b. Are you serving as the minister of your congregation?

c. How many other ministers are appointed to your church?
2. Describe in detail your credentials for being a minister (i.e. schooling, degree, seminars, etc.).
3. Describe the requirements your organization places on becoming an ordained minister (i.e. time requirements, schooling, training, etc.).
4. How do your responsibilities differ from those of the members of the congregation?
5. List the privileges and benefits that flow from your ordination (i.e. perform Baptisms, authority to preside over services, etc.).
6. a. How long have you been a minister?

b. Is your tenure for a definite period? If so, state the length of your term.

RELIGIOUS QUALIFICATION QUESTIONNAIRE* -Pg. 2

7. List the documents that regulate the management of your religious organization (i.e. bylaws, charters, directives, rules, etc.).

8. Outline the leadership structure of your organization.

Applicant's Signature

County of
Commonwealth of Virginia

The foregoing instrument was sworn to before me, the undersigned Notary, this
Day of _____, _____ by _____, applicant.

My commission expires: _____

Notary Public

*Use attachments if needed